

EKF Selections Policy - Kumite



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Document Title: England National Squad Selections Policy – Kumite	Version Number: 1.0
	Status: Awaiting ratification
Scope: <ul style="list-style-type: none"> • Performance Department • Head Kumite Coach • Assistant National Coaches • Association coaches • All karateka wishing to select for England 	Classification: Departmental
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Replaces: N.A	Head of Department: Mr Winston Williams – Performance Director (Kumite)
Validated By:	Performance Department
Date validated:	January 2023
Ratified By:	EKF Board of Directors
Date ratified:	January 2023
Review dates may alter if any significant changes are made	Review Date: January 2024
<ul style="list-style-type: none"> • Does this document meet the requirements under the Equality Act 2010 in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation? Yes • Does this document meet our additional commitment as an organisation to extend our public sector duty to carers, veterans, people from a low socioeconomic background, and people with diverse gender identities? Yes 	
Document for Public Display: Yes	

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Summary

- 1.1. This policy outlines the factual information about selection for the England National Kumite squad, who hold a current EKF Registration Slip. It also details the process by which the English Karate Federation (hereinafter EKF) will arrive at its decisions to select athletes for selection for major international events e.g. European, World, and Commonwealth Karate Championships.

Purpose

- 2.1. The objective of this policy is to ensure transparency for athletes and coaches and ensure that there is a fair and proportionate way for athletes to be selected for the national squad and for major international competitions.
- 2.2. By adopting a points based approach (see appendix A) this ensures the policy has been configured to ensure that the EKF selects the best karateka in membership of the EKF to represent the country, with the chances of medals maximised.

Scope

- 3.1. The scope of this policy includes any karateka in membership of the EKF wishing to select for the EKF National Squad. The policy will be used by the National Coaches to select various squads.

4. Roles and Responsibilities

Role	Responsibility
EKF Board of Directors	<ul style="list-style-type: none">• To have overall organisational responsibility for ensuring the policy is followed• Will receive updates on any appeals and the outcomes of the appeals• Provide the budgetary framework for the National Coaches to make informed choices about squad size
Performance Director – Kumite	<ul style="list-style-type: none">• Responsible for recommending the policy to the EKF Board of Directors• Responsible for reviewing any appeals or contested selections utilising the points-based system as outlined in Appendix A
National Head Kumite Coach	<ul style="list-style-type: none">• Overall operational management and enforcement of policy in conjunction with Assistant National Coaches.• Reviewing the list of competitions on an annual basis
Assistant National Kumite Coaches	<ul style="list-style-type: none">• Aiding the National Coach to implement the policy and ensure fairness in the selection process
Heads of Association and Club coaches	<ul style="list-style-type: none">• Ensuring that all would-be squad members are aware of the policy and that local club and athlete development plans take into account the scoring system and selected list of competitions

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5. Eligibility criteria

5.1. In order to be considered for international competitions, the below are essential criteria that must be met:

- Be an affiliated member through their respective Association/Club, and with no outstanding disciplinary issues, with the EKF and hold an in-date EKF Registration Slip.
- British Passport holder
- Aged 12 years or above
- They have not whether by an act or an admission, brought the EKF into disrepute
- Not currently serving a suspension for anti-doping violations (for more information on requirements and impact of breaches see the EKF Anti-Doping policy on the website)
- Attend a minimum of 5 of the 10 national squad training sessions
- Compete nationally and/or internationally accruing points as per the scoring system detailed in Appendix A

5.2. An Athlete must be on the current National Squad to be in contention to be picked to compete internationally for England. To gain a place on the National squad they must achieve a medal at one of the competitions on the list. They then will, with the permission of their Head of Association (HOA), receive an invitation to a trial. The trial will consist of 3 sessions in which, if successful, they will be asked to be part of the squad and if not, they will be given information on what to work on for next time. Once invited to the trial, their points will start to be added but will be removed if they are unsuccessful.

6. How to achieve points

6.1. Points can be gained from National and Regional Training sessions plus from competitions on the Championship List provided (see appendix A Selection Point Spreadsheet 'SPS'). These points will be added for a 12-month rolling calendar e.g. May 2022 points will be taken off in May 2023.

6.2. Points are only normally awarded if the athlete achieves first, second or third place. However, some competitions are deemed, due to difficulty or other factors to generate additional points, such as the European Championships, World Championships, KARATE 1 and other events.

7. Team selection dates and cut-off date for points

7.1. In order to allow for appropriate preparation and squad building the team will be selected 60 days before the championship start date. The athlete with the most points at that time will be selected and any further points gained before the championships will go towards the next selection. The coaches in conjunction with the Performance Director (Kumite) will set the minimum number of points required to be selected, this will be set at the start of each calendar year.

8. Process where athletes have the same number of points

8.1. If two or more athletes have the exact same number of points, the athlete with the best result at the last National Championships for their current category in which they are tied

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will be selected. If athletes achieve the same result at the English/National Championships, then the best result at the British Championships will be used and after that the best result at a WKF or international event.

9. Moving up age categories

9.1. When an athlete moves up an age category, they will transfer 50% of their points to their new category.

10. Athlete enters the wrong category

10.1. In the event an athlete enters the wrong/different category but wishes to stay in their original category, they will achieve 50% of the points for that event.

11. Under 21 and Senior Events

11.1. An athlete who enters a Senior category but NOT an U21 category will use any points achieved for their U21 and Senior selection points. If an athlete enters an U21 and Senior Category in the same Championships and the U21 result is better than the Senior result, then they will use the U21 points for their U21 selection ONLY and the senior result for their senior selection ONLY. If the Senior result is better than the U21 result, then the U21 points will be disregarded, and the Senior points will be used for both U21 and Senior selection.

12. U21 points that transfer to Senior Points only

12.1. The only points that will transfer from an athlete's U21 selection to Senior Selections are 50% of any European or World medal points achieved in the rolling 12-month period. No other U21 points will transfer over to their Senior selection points.

13. Exclusions and other key factors re: achieving points

13.1. No points will be achieved at domestic and international championships for getting through rounds – this will be exclusively for WKF level championships (Youth League/Series A/Premier League).

13.2. Getting a bye is not rewarded as a fight won.

13.3. A partner being given kiken is rewarded as a fight won.

13.4. If an athlete wins a bronze medal without winning any fights, they will not receive the bronze medal points.

13.5. If an organisation merges categories, athletes will still get 100% of the podium points if they medal.

14. Transgender athlete selection

14.1. Any athlete who wishes to change their gender and compete in a different category to that which they were born must review the EKF Transgender and Transsexual Inclusion Policy which highlights all pertinent information required in order to select and compete in another gender category.

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15. Appeals process

- 15.1. If there is an appeal concerning how many points an athlete has, in the first instance, the athlete or athlete representative e.g. parent/guardian, should contact the Head National Coach who will investigate this, and if there is an appeal or complaint about the selection process this needs to be done in writing to the Performance Department. If the athlete is not satisfied with this decision, then a formal appeal can be made to the Equality, Diversity and Inclusion Director (EDI).
- 15.2. The initial checks for an athlete's points will be carried out automatically through the EKF's computer programme. An independent check of the programme will be undertaken by the Performance Director for Kumite who will hear the first appeal.
- 15.3. No appeals will be permitted against the content of this published policy.
- 15.4. The grounds of appeal against a decision for selections can be founded on the inability to follow this policy or an error(s) of fact.
- 15.5. This Appeals process is provided on the limited grounds as set out in 15.1 the appeals process must not be an opportunity to dispute the opinion of the Selection Panel where they have followed the proper procedure. In reaching their decision, members of the Appeals Panel are acting as experts in their field. By agreeing to be bound by this Appeals process, athletes acknowledge and agree that the Appeals Panel will exercise independent judgment and discretion which they are not in themselves capable of challenging.
- 15.6. The Appeals Procedure is commenced when an athlete affected by a selection decision ("Appellant") makes an appeal in respect of such decision ("Appeal") by submission in writing in the form required by the Notice of Appeal (see below) to the EKF Equality, Diversity and Inclusion Director (EDI).
- 15.7. The Notice of Appeal must reach the EDI Director within 5 working days of the squad being selected. If the Appellant fails to submit the Notice of Appeal within this period, he or she will have lost their right of Appeal under this policy.
- 15.8. The Notice of Appeal must:
- Identify the specific decision being appealed.
 - Set out the ground(s) of the Appeal and the reason(s) why it would be substantially unfair not to alter the original decision; and
 - Set out a statement of facts upon which the Appeal is based, including full details of the basis of the appeal and the precise way the Appellant alleges that the Selection Policy has not been followed.
 - The Notice of Appeal should be as full as possible as it will form the basis of the remainder of the Appeal process under this Appeals Policy.
- 15.9. The Appeals Panel may, at its discretion, elect to receive evidence from such person(s) (including the Appellant) as it deems appropriate to, without limitation, verify facts as submitted in the Notice of Appeal. In such circumstances, the Appeals Panel will:
- Determine the nature and relevance of any new evidence received

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- Consider any representation(s) as to why such new evidence was not disclosed in the Notice of Appeal
- If such new evidence is allowed in the Appeal, disclose it to the Appellant.

15.10. All EKF Appeals Panels will be formally minuted and a record stored securely for up to 3 years.

15.11. Due to the timescales involved, the EKF Appeals Panel will use any reasonable method of communicating with athletes which it considers appropriate and may include (without limitation) oral announcements to groups of athletes, telephone calls, text messages (WhatsApp) or email but always in keeping with good safeguarding practices. Athletes and their parents/guardians must review these communication channels to receive the selection decision and any subsequent communication relating to any related Appeal. Athletes should inform the EKF Appeals Panel of a preferred method of communications and provide relevant telephone numbers etc.

15.12. The Appeals Panel will be Chaired by the EDI Director. The Appeals Panel will include 2 other EKF Directors including the Performance Director and another EKF Director. Where a potential conflict of interest may arise an independent Chair will be appointed with another EKF Director nominated.

15.13. If athletes, or their representatives, wish to contest the EKF Appeals Panel decision then they have a legal right to challenge this via Sports Arbitration.

16. Confidentiality

16.1. All those involved in the selection process must keep confidential and not disclose any information regarding any aspect of the process (including any selection appeals process), the nominated athletes and the team selected, unless authorised by EKF Board of Directors. The Performance Department and the responsible EKF Director will work together to agree a media release and announcement of the team after ratification of the EKF Board.

17. Changes to policy

17.1. The EKF Board reserves the right to amend or vary this Selection Policy where necessary at any time. Any such amendments or variations will take effect from the first date of publication of the amended Selection Policy on the EKF website.

18. Attachments	
Appendix	Title
A	Selection Points System
B	Monitoring Compliance
C	Equality and Diversity Impact Assessment Tool

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19. OTHER RELEVANT / ASSOCIATED DOCUMENTS

The latest version of the documents listed below can all be found via the EKF internet page:

<https://www.englishkaratefederation.com/governance/ekf-policies>

Title
EKF Anti-Doping Policy
EKF Transgender and Transsexual Inclusion Policy
EKF Discipline Code
EKF Guidance on Discipline Code
EKF Code of Conduct Policy
EKF Child Protection Policy
EKF Conflicts of Interest Policy

20. SUPPORTING REFERENCES / EVIDENCE BASED DOCUMENTS

Every effort been made to review/consider the latest evidence to support this document?	Yes
If 'Yes', full references are shown below:	
Number	References
1	No specific references required for this policy

21. DEFINITIONS / GLOSSARY OF TERMS

Abbreviation or Term	Definition
Appeals Panel	Formal EKF process for reviewing appeals, chaired by an EKF Director
Appellant	An athlete affected by a selection decision
Bye	In karate, a bye is the preferential status of an athlete or team that is automatically advanced to the next round of a tournament, without having to fight an opponent in an early round.
Consultation	Who is consulted during the process of creating a new document or reviewing an existing policy
Document Author	The person nominated to prepare the draft of a specific procedural document
Kiken	Can't carry on, medical stoppage or athlete doesn't want to carry on
Policy	A policy is a statement of what the EKF plans to do and the principle upon which it will act to carry out its responsibilities in relation to an activity, i.e. what we have to do
Procedural Document	Documents that provide instructions on how to carry out certain tasks
Ratification	The 2 nd (final) approval by a more senior committee
Stakeholder	Any individuals and / or groups with an interest in a procedural document and who can contribute, comment and agree to the content of that document. The relevant stakeholders and their appropriate level of involvement will need to be identified.
Validation	The 1 st formal approval by an expert committee/Manager

22. CONSULTATION

Enter the names and roles of the stakeholders that have contributed to the document

Name/Meeting	Job Title	Date Consulted
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23. DISTRIBUTION & COMMUNICATION PLAN	
Dissemination lead:	Performance Director (Kumite)
Previous document already being used?	No
If yes, in what format and where?	N.A
Proposed action to retrieve out-of-date copies of the document:	N.A
To be disseminated to:	Heads of Association, Athletes and Parents/Guardians
Proposed actions to communicate the document contents:	EKF Website upload, social media launch, e-mail communications and verbal at next squad training with reminders when selections upcoming

24. TRAINING		
Is training required to be given due to the introduction of this procedural document? No If 'Yes', training is shown below:		
Action by	Action required	To be completed (date)
N.A	N.A	N.A

24. AMENDMENT HISTORY				
Version No.	Date of Issue	Page/Selection Changed	Description of Change	Review Date
1.0	January 2023	New document	N.A	January 2024

Appendix A: Selection Point System

POINT SYSTEM TABLE								
	GOLD	SILVER	BRONZE	5th Place	7th Place	Fights Won	Fights Drawn*	Attendance
Selected UK Champs	300	200	100	0	0	0	0	0
Selected International Champs	600	400	200	0	0	0	0	0
Youth League	900	600	300	100	0	60	0	0
Series A	1200	800	400	200	0	75	0	0
Premier Leagues	1800	1200	600	300	0	220	110	0
Regional training	0	0	0	0	0	0	0	70
National training	0	0	0	0	0	0	0	100
European champion	2500	2000	1500	800	0	0	0	0
World champion	2500	2000	1500	800	500	0	0	0

*Draw points can only be accrued via Premier League events where draws can be a conclusive result of a bout.

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Appendix B: Monitoring

Section to be monitored	Methodology (incl. data source)	Frequency	Reviewed by	Group / Committee to be escalated to (if applicable)
Selections Process	Review of all athletes points scored to determine selection	Each selection	National Head Coach in conjunction with Assistant National Coaches	Performance Department
Appeals process	<p>Reviewing of all appeals against policy to see if process has been followed</p> <p>Records will be stored for up to 3 years</p>	Ad-hoc	Appeals Panel	Board of Directors

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Appendix C: Values and Behaviours Framework

To help create a great place to work, volunteer and a great place to be undertake karate, it is essential that EKF policies and procedures support our values and behaviours. This document, when used effectively, can help promote a culture that is truly respectful and inclusive, where we are compassionate towards each other, and with our ambitious drive we truly support an open, honest and transparent culture.

Organisational values drive the way we influence, how we interact with each other, and how we work together to achieve results. Organisational values are not descriptions of the work we do or the strategies we employ to accomplish our mission, they are the unseen drivers of our behaviour, based on our deeply held beliefs that drive decision-making.

They underpin everything we do and the EKF expects our Members to continue to reflect these values in the way they work – within their Associations, across the Federation and within our communities.

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Appendix D: Equality & Diversity Impact Assessment Tool



Equality Impact Assessment Form

Department/Function	
Lead Assessor	
What is being assessed?	
Date of assessment	

1) What is the impact on the following protected characteristics/groups?

Positive:	Negative:	Neutral:
<ul style="list-style-type: none"> ➤ Advance Equality of opportunity ➤ Foster good relations between different groups ➤ Address explicit needs of Equality target groups 	<ul style="list-style-type: none"> ➤ Unlawful discrimination / harassment / victimisation ➤ Failure to address explicit needs of Equality target groups 	<ul style="list-style-type: none"> ➤ It is quite acceptable for the assessment to come out as Neutral Impact. ➤ Be sure you can justify this decision with clear reasons and evidence if you are challenged
Equality Groups	Impact (Positive / Negative / Neutral)	Comments
		<ul style="list-style-type: none"> ➤ Provide brief description of the positive / negative impact identified benefits to the equality group. ➤ Is any impact identified intended or legal?
Race (All ethnic groups)	Neutral	
Disability (Including physical and mental impairments)	Neutral	
Sex	Neutral	
Gender reassignment	Positive	Document details where to look for advice and guidance re: Transgender competing criteria.
Religion or Belief	Neutral	
Sexual orientation	Neutral	
Age	Neutral	
Marriage and Civil Partnership	Neutral	
Pregnancy and maternity	Neutral	
Other (e.g. carers, veterans, people from a low socioeconomic background, people with diverse gender identities, human rights)	Positive	See 'Gender reassignment' section

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2) In what ways does any impact identified contribute to or hinder promoting equality and diversity across the EKF?

3) If your assessment identifies a negative impact on Equality Groups you must develop an action plan **to avoid discrimination and ensure opportunities for promoting equality diversity and inclusion are maximised.**

- This should include where it has been identified that further work will be undertaken to further explore the impact on equality groups
- This should be reviewed annually.

Action Plan Summary

Action	Lead	Timescale
N.A	N.A	N.A